

**1 U.S. DEPARTMENT OF AGRICULTURE
ANIMAL AND PLANT HEALTH INSPECTION SERVICE
VETERINARY SERVICES**

2 ACCOUNT NUMBER PAYMENT DUE BALANCE DUE AMOUNT ENCLOSED
\$ _____

99887766 JAN 25 2004 \$125.00
MAKE CHECKS PAYABLE TO : USDA, APHIS

ANY COMPANY
123 SOMEWHERE
BUILDING A-3
ANYWHERE

TX 55555-0000

REMIT TO:
USDA, APHIS

P.O. BOX XXXXX
ST LOUIS

MO 63195

RETURN THIS PORTION WITH YOUR PAYMENT

3 ACCOUNT SUMMARY

<u>ACCOUNT NUMBER</u>	<u>CLOSING DATE</u>	<u>PAYMENT DUE DATE</u>	<u>BALANCE DUE</u>
99887766	JAN 25 2004	FEB 25 2004	125.00
PREVIOUS BALANCE	100.00		
PREVIOUS ON APPEAL	(-) \$.00	INTEREST CHARGES	(+) \$.00
CHARGES/DEBTS	(+) \$ 125.00	PENALTY CHARGES	(+) \$.00
PAYMENTS/CREDITS	(-) \$ 100.00	ADMINISTRATIVE CHARGES	(+) \$.00
AMOUNTS ON APPEAL	(-) \$.00	NEW BALANCE	(=) \$ 125.00

4 CURRENT CHARGES

<u>SERVICE DATE</u>	<u>DOCUMENT NUMBER</u>	<u>LINE NUMBER</u>	<u>REFERENCE INFORMATION</u>	<u>DESCRIPTION</u>	<u>\$</u>	<u>AMOUNT</u>
1/23/2004	1010101	001	KLUTE, TX	LAND SURVEY		125.00

5 PAYMENTS, CREDITS, ADJUSTMENTS

<u>ACTIVITY DATE</u>	<u>TRANS CODE</u>	<u>DOCUMENT NUMBER</u>	<u>LINE NUMBER</u>	<u>REFERENCE INFORMATION</u>	<u>DESCRIPTION</u>	<u>AMOUNT</u>
01/02/04	LX	9999999999		1234567890S	PAYMENT	\$ 50.00 CR
01/16/04	BD	8888888888			REVERSE CHARGES	\$ 20.00 CR
01/20/04	LX	7777777777		12345678910	PAYMENT	\$ 30.00 CR

6 CUSTOMER SERVICE
USDA, APHIS, DEBT MANAGEMENT TEAM
PO BOX 3334
MINNEAPOLIS, MN 55403
TOLL FREE: 877-777-2128
COMMERCIAL: 612-336-3400
E-MAIL: ABSHELPLINE@APHIS.USDA.GOV

PAYMENTS MUST BE RECEIVED ON OR BEFORE THE DUE DATE TO AVOID ADDITIONAL LATE CHARGES. PLEASE INCLUDE YOUR ACCOUNT NUMBER ON YOUR PAYMENT.



United States
Department of
Agriculture

Marketing and
Regulatory Programs

Financial
Management
Division

Minneapolis Financial
Services Branch, Accts Receivable
PO Box 3334
Minneapolis, MN 55403

THE APHIS ACCOUNT STATEMENT At A Glance Instructions

Item 1 Title - The account statement title has the USDA, Animal and Plant Health Inspection Services program that provided the services. For example: *Veterinary Services* or *Plant Protection and Quarantine* will be found in this area.

Item 2 Remittance Information - Return this portion of the statement with your payment to ensure your account is properly credited. Send your payment to the address that appears on the right-hand side of this area. Please include your account number on your check and keep the bottom portion of the bill for your records. Payments received after the due date can cause interest and penalties to be automatically assessed.

Item 3 Account Summary - The *ACCOUNT SUMMARY* shows any subtractions or additions to your account balance.

Item 4 Current Charges - The *CURRENT CHARGES* block lists all of the charges to your account within the past billing period. Each charge is indicated by the date of service, document number, and location where the service was performed along with a brief description of the service. The line number shows the different types and/or rates service provided.

Item 5 Payments/Credits/Adjustments - This block shows all of the payments, credits and adjustments made on the account. For a payment, the reference information (C2345678909) represents: C for check/money order, the last five digits of your check number followed by the last five digits of your bank account number.

Item 6 Customer Service - Questions? Call customer service toll free at (877) 777-2128 or commercial at (612) 336-3400. Our customer service email address is: ABSHELPLINE@APHIS.USDA.GOV. Please reference your account number when you call or email.

(SEE SAMPLE REVERSE SIDE)



APHIS - Protecting American Agriculture
An Equal Opportunity Employer

<http://www.aphis.usda.gov/mpis>